
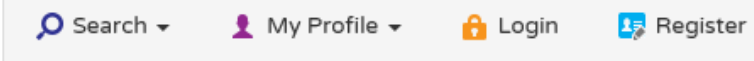


The IDOX Public Access for Planning and Building Control website has been designed to provide an efficient and easy-to-use process for members of the public to search for and track applications for planning permission, appeals against refused consent and building regulations applications.

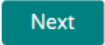
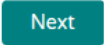
Anyone can use the search facilities but to take advantage of the tracking, saving searches and notification functionality you must first register as a user.

Select  **Register** on the menu bar



You will be asked to complete a form with the following details those marked * must be completed.

*Title, *First Name, *Surname, Phone Number, *Email Address and confirmation then set a *password (at least 8 characters long with a mix of letter and numbers)

Click on  and enter your **Postcode** then click  again and select your address. Enter you address manually if it does not appear in the pick list

Click, read and tick the check box for the **Terms and Conditions and Privacy Policy**

☒ * I have read and agree with the [Terms and Conditions \(opens in a new window\)](#) and [Privacy Policy \(opens in a new window\)](#)

☐ I consent to Idox Software Limited using my data for the above purposes. *

Check your personal details are correct and then register using 

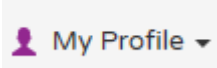
You will receive an email at the registered email address click the link to confirm that you wish to create an account. You need to log in to the site using username and password you provided when registering your account. You can also request a new password here.

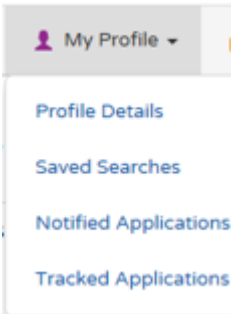
Email Address

Password

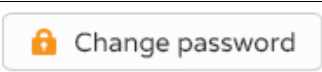
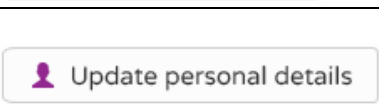
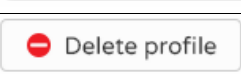


 [Forgotten Password?](#)

Once you have created an account you can access your  area. You can update your personal details and manage you searches and applications.



- Profile Details** – your full personal details
- Saved Searches** – a list of searches which you have saved
- Notified Applications** – notifications that applications that you are tracking, or are the subject of saved searches, have been modified
- Tracked Applications** – a list of applications that you have elected to track.

To update your password click on	
To change your details. Alter your details as required, clicking on the Next button to page through the sections.	
When you no longer wish to use IDOX Public Access, click on	



When you have finished remember to log out